



Endicott College

Title: Sustainable Purchasing Guidelines

DEFINITION

Sustainable Purchasing: the method wherein environmental and social considerations are taken with equal weight to the price, availability and performance criteria that colleges and universities use to make purchasing decisions. It is a serious consideration of supply chain management and minimizes negative environmental and social effects through the use of environmentally friendly products. Sustainable Purchasing attempts to identify impacts and to maximize resource efficiency.

GUIDELINE STATEMENTS

- Buy goods from producers that are committed to sustainability and social responsibility
- Minimize the consumption of non-replaceable natural resources
- Utilize Environmentally Preferable Products (EPP) and processes
- Purchase third party certified/verified products when possible (i.e. [Cradle to Cradle](#), [Fair Trade](#), [Energy Star](#))
- Minimize waste from packaging materials and waste generated by the eventual disposal of the product
- Maximize the reuse and recyclability of materials
- With every purchase, large or small, ask critical questions about the environmental and health sensitivities of the product before buying

OBJECTIVES

- Incorporate sustainability related language in vendor agreements
- Negotiate with suppliers for pricing and sustainable products and services
- Increase vendor options year over year
- Research new suppliers and products and/or respond to supplier inquiries
- Balance value concerns relating to long-term return on investments and other budgetary considerations
- Establish processes for data gathering and reporting on sustainable products and services from preferred vendors
- Review product offerings, recommend sustainable products and collaborate with vendors
- Review and confirm vendor sustainability claims, as needed
- Share best practices College-wide
- Promote, implement, and follow the Sustainable Purchasing Guidelines

AREAS OF FOCUS

Energy

- Replace inefficient interior or exterior lighting with LED energy efficient equipment that is Energy Star rated and DLC listed
- Computers and electronic appliances should be Energy Star rated and defaulted to energy saving mode when possible
- Laboratory equipment can have significant energy requirements and should be reviewed prior to purchase
- Utility rebates should be explored and submitted when available

Water

- Purchase water efficient appliances which may include, but are not limited to, high performance fixtures such as toilets, low flow faucets and showerheads
- Substitute bottled water service with filtration systems or other environmentally friendly options
- Explore bottle filling stations in place of traditional water fountains

Healthier Materials

- Furniture and applicable products shall comply with requirements of [Healthier Hospitals Initiative Safer Chemicals Challenge: Healthy Interiors \(“HHI-Healthy Interiors”\)](#)
- Furniture and furnishings shall eliminate the use of formaldehyde, per- and polyfluoroalkyl substances, polyvinyl chloride (PVC), antimicrobials, and all chemical flame retardants when possible
- Cleaning solvents should be biodegradable, phosphate-free and citrus based when the quality of service will not be compromised
- Cleaning products should meet [Green Seal Certification](#) standards and should be recommended for use by both internal staff and contracted vendors
- Products and equipment should not contain lead or mercury

Reuse, Recycled Content & Compostable Products

- As reasonable, biobased plastic products that are compostable such as bags, film, food and beverage containers and cutlery should be acquired by Endicott and/ or used by contracted vendors
 - New products to be reviewed by the Office of Sustainability and shared with composting facility vendor(s)
- Avoid the purchase of styrofoam

- Use biobased products, fuels and solvents i.e. vegetable based inks and lubricants
- Post-consumer recycled content should be maximized in purchased products whenever possible
- Thirty percent post-consumer waste recycled paper should be used for all applications, as appropriate
- Buy recycled content office products (as marked) with special attention to recycled ink and toner cartridges.
- Recycled, reusable or reground materials should be used when specifying concrete and cement for road construction projects, as practical
- Reclaimed stone and brick should also be used when possible
- Durable, long lasting, reusable or refillable products are always preferred when feasible
- Ensure that photocopiers and printers purchased or leased are capable of duplex copying and printing

Packaging & Transportation

- Packaging should be reusable, recyclable or compostable, if possible
- Request vendors review the manner in which their goods are packaged, and work with them in the areas of reduction, reuse and recyclability of packaging materials
- Consolidate orders to minimize campus deliveries and transportation distances when possible
- When possible, vendors should be encouraged to remove waste, debris, packaging or used products in the same vehicle with which they are delivering purchased equipment or goods
- Reuse and/or recycle packaging materials and pallets on campus

Dining and Food

- Endicott will work in unison with Sodexo and other food service companies to ensure that food is being purchased from a sustainable source
- Food should be purchased from local farms and/or locally when available
- Minimizing waste is necessary and should always be strived for
- Recycling is necessary, when possible
- Inform and educate students about waste, and encourage minimizing food waste
- Promote healthy, organic, locally sourced, vegan, vegetarian, and non-GM products
- Donate food that would otherwise go to waste
- Continue the post-consumer composting program

Online Purchasing

- When online purchasing, all orders must be placed by approved personnel
- The most efficient and sustainable item should be considered utilizing designated products on internal WB Mason website

Forest Conservation

- As practical, ensure that wood and wood contained in products purchased is certified to be sustainably harvested
- Avoid the purchase of tropical hardwoods

Green Building

Green purchasing concepts should be integrated into architectural designs, final construction documents and the final construction of buildings and renovation of facilities. As appropriate, buildings and renovations should follow **Endicott's Green Building Standards** and best practices for design, construction and operations.

Products such as paint, carpeting, adhesives, furniture and casework with the lowest amount of VOCs, highest recycled content and low formaldehyde should be used when practical. Products shall comply with requirements of [Healthier Hospitals Initiative Safer Chemicals Challenge: Healthy Interiors \("HHI-Healthy Interiors"\)](#) if applicable.

The use of chlorofluorocarbon and halon-containing refrigerants, solvents and other products should be phased out and new purchases for HVAC, refrigeration, insulation and fire suppression systems should not contain these chemicals.

PROCEDURES

When entering into significant vendor relationships, consideration will be given to the environmental positioning of those vendors, favoring ones that have displayed sustainability leadership in their respective markets and ones that employ environmentally sound, sustainable practices in the production and/or distribution of their goods or services.

Any contractual documents that arise during the relationship will reflect the vendor's commitment to pursue sustainable goals that align with Endicott's Sustainable Purchasing Guidelines. Endicott will work toward identifying and promoting environmentally preferable



and healthier products while making them available College-wide.

Please contact the Office of Sustainability with questions or for additional assistance:
sustainability@endicott.edu.